

Dear Parent/Carer

Admissions to Ingleby Manor Free School & Sixth Form

Thank you for your interest in applying for a place for your child to attend Ingleby Manor Free School & Sixth Form next year.

As you will be aware from our website and admissions information, the admissions criteria for Ingleby Manor are different to those of a number of other schools in the area. Because of this we require some additional information that is not recorded on the Common Application Form (CAF) that you complete on line through Stockton Borough Council or your local authority.

Please take time to read the details below, and provide this information as part of your application for a place at the school.

PUPIL PREMIUM PLACE

If you wish to apply for a place at the school under the Pupil Premium admissions criterion, you must state "Pupil Premium" on your CAF and also complete the attached data request form. This form must be sent to the school following the instructions provided. Applications for a Pupil Premium place can only be considered if the additional form is completed and Ingleby Manor is able to verify the information.

SIBLINGS

If you wish to apply for a place at the school under the siblings criterion, please ensure that you include the name and current year group of the sibling in the notes section on the CAF.

TWINS/ SAME YEAR SIBLINGS

Our admissions criteria allow for the admission of a twin or same year sibling if one of the siblings is allocated a place at the school. As we do not allocate places based on distance it is not always clear that there is a twin or same year sibling during the allocation process. Please ensure that you include the request for a twin/same year sibling in the notes section on your CAF application.

Yours faithfully,

Ray Parkinson
Principal

**INGLEBY MANOR FREE SCHOOL AND SIXTH FORM
PUPIL PREMIUM ADMISSIONS FORM**

NAME OF STUDENT:	
DATE OF BIRTH:	
ADDRESS:	
CURRENT SCHOOL:	
NAME OF PARENT/ GUARDIAN:	

Please complete either section 1 or section 2 below and return this form by post as follows:

For the attention of Mrs Rachael Evans
Ingleby Manor Free School & Sixth Form
Welwyn Road
Ingleby Barwick
TS17 0FA

Alternatively it may be emailed to evansr@inglebymanorschool.org.uk . Please put "Pupil Premium Admissions" in the subject line of the e-mail. Forms must be received within 5 working days of the closing date for the local authority applications process.

Section 1

I confirm that I am applying for a place for the student named above at Ingleby Manor Free School & Sixth Form under the Pupil Premium Criterion. The unique pupil number* for the student named above is I hereby give my permission for the school to confirm the Pupil Premium status of my child with the necessary authorities.

Signed:.....

Printed:.....

Section 2

I confirm that I am applying for a place for the student named above at Ingleby Manor Free School & Sixth Form under the Pupil Premium Criterion. I hereby give my permission for Ingleby Manor school staff to contact my child's primary school (as named above) to confirm the Pupil Premium status of my child.

Signed:.....

Printed:.....

* The unique pupil number (UPN) is a number allocated to an individual student by the Department for Education. You can obtain this number from your child's current school.